

**Michigan Department of
Labor and Economic Growth**



OPERATIONS CONTROL

E EQUIPMENT	M MATERIAL	P PEOPLE
<ul style="list-style-type: none">• Select• Arrange• Use• Maintain	<ul style="list-style-type: none">• Select• Place• Handle• Process	<ul style="list-style-type: none">• Select• Place• Train• Lead

A Supervisor's Needs

- Knowledge of work
- Knowledge of Responsibilities
 - Skill in leading
 - Skill in planning
 - Skill in Instructing

OBJECTIVE

Eliminate Job Hindrances

Job hindrances interrupt or interfere with the orderly progress of the job.

An accident is a form of job hindrance that occurs suddenly and unexpectedly.

ACCIDENT INVESTIGATION

Get all the facts by studying the job and conditions where the accident occurred.

Question by use of *why - what - where - when - who - how*.

Question whether the 12 items under Equipment, Material, People (EMP) received proper attention.

The condition responsible for an accident will always involve one or more of the 12 items under *Equipment, Material, People*.

Determine corrective action needed. Take or recommend action, depending upon your authority.

Follow-up -- was action effective?

Learn to recognize the *conditions responsible* for job hindrances *before* an accident occurs.